

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

HUMAN RESOURCE ANALYST

Role Title: Human Resource Analyst I

Position #W0596

Pay Band 4, Level II Hiring Range: \$15.68 - \$26.44 per hour

HOURLY POSITION – NO STATE BENEFITS

Closing Date: March 11, 2016

The Human Resource Division seeks a self-motivated, knowledgeable HR professional/generalist to provide support in a fast-paced, environment. This position works closely with colleagues and customers to provide technical and consultative support for assigned organizational areas. The incumbent will support all areas of the Human Resource Division with a major emphasis initially on recruitment and an expectation to gradually absorb other HR generalist functions across the Division in support of HR management. This work involves handling matters of a confidential or sensitive nature while exercising independent judgment. The successful candidate must have experience with and working knowledge of relevant federal and state employment laws that impact human resource policies, procedures and guidelines. Strongly prefer experience working in several program areas in HR. Requires demonstrated ability to interpret and apply policies, procedures and guidelines. Requires experience working with confidential information. Must have demonstrated ability to communicate effectively both verbally and in writing with multiple levels of staff, showing initiative in problem-solving and working effectively in a team-oriented environment. Must possess strong, positive interpersonal skills. Must be well-organized with the ability to work independently, and plan and prioritize work. Requires proficiency using the PC for word processing, data entry, and web-based applications. Ability to maintain a high level of professionalism is required. College graduate with major coursework in business administration, human resources, or organizational development preferred; equivalent relevant experience or training may substitute. **This position is hourly with no state benefits and limited to 1,500 hours per year; 29 hours per week.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA